

Fig. 1

FIG 2

START

210 THE USER TRANSMITS A REQUEST FOR A WEB PAGE CONTAINING ONE OR MORE PORTLETS TO THE PORTAL DATABASE SERVER 110

220 PORTAL DATABASE SERVER 110 DETERMINES IF THE USER IS RECOGNIZED

230 THE LOGIN SERVER 130 PRESENTS AUTHENTICATION MEANS TO THE USER

240 THE PORTAL DATABASE SERVER 110 DETERMINES WHICH, IF ANY, WEB PROVIDERS 120 ARE RESPONSIBLE FOR CONTENT IN THE REQUESTED WEB PAGE

250 THE PORTAL DATABASE SERVER 110 COMMUNICATES WITH THE ONE OR MORE IDENTIFIED WEB PROVIDERS 120 TO OBTAIN THE CONTENT FOR ANY PORTLETS RESIDING ON THE REQUESTED WEB PAGE

260 THE PORTAL DATABASE SERVER 110 ASSEMBLES THE RECEIVED CONTENT FROM IDENTIFIED WEB PROVIDERS 120 TO FORM THE REQUESTED WEB PAGE

270 THE PORTAL DATABASE SERVER 110 TRANSMITS THE REQUESTED WEB PAGE TO THE USER

END

FIG.3

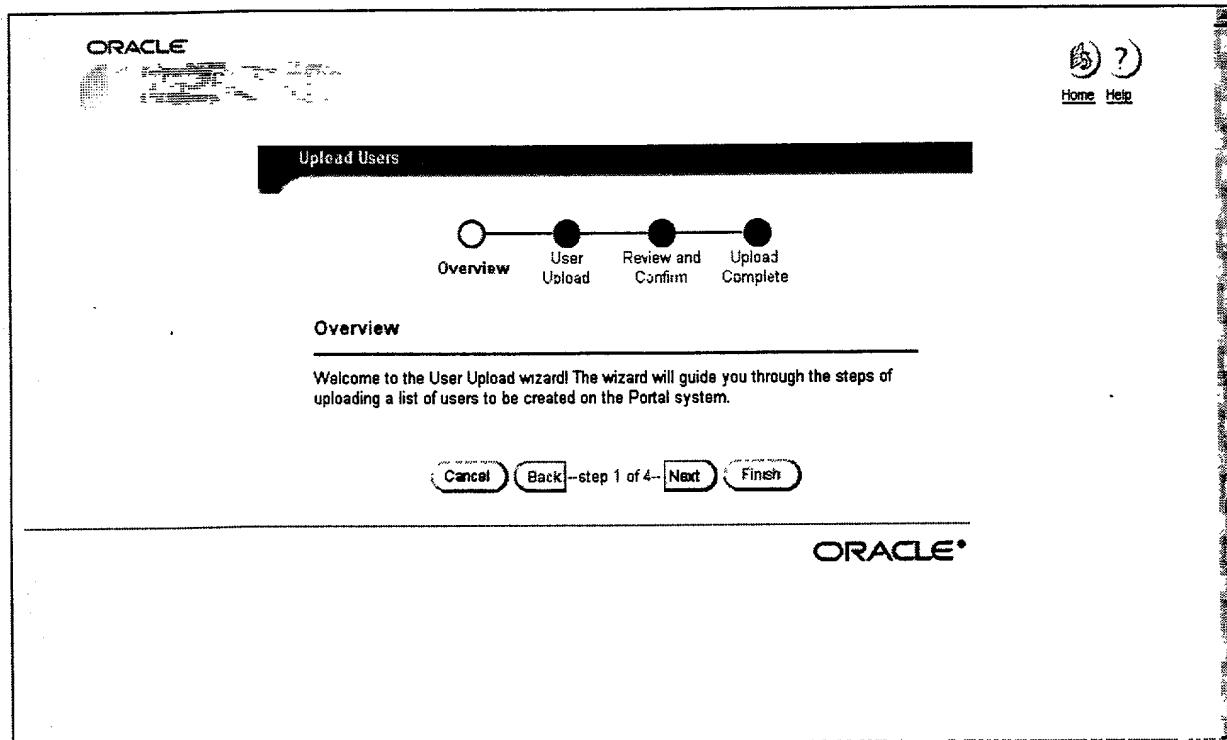


FIG 4

START

- 
- ```
graph TD; START((START)) --> S1[410 UPLOAD SET OF USER INFORMATION]; S1 --> S2[420 REVIEW AND CONFIRM USER INFORMATION UPLOADED]; S2 --> S3[430 CREATE AUTHORIZED USERS IN LOGIN SERVER 130]; S3 --> S4[440 UPDATE PORTAL DATABASE SERVER 110 WITH NEW USER INFORMATION]; S4 --> S5[450 TRANSMIT NOTIFICATION TO NEW USERS]; S5 --> END((END))
```
- 410 UPLOAD SET OF USER INFORMATION  
420 REVIEW AND CONFIRM USER INFORMATION UPLOADED  
430 CREATE AUTHORIZED USERS IN LOGIN SERVER 130  
440 UPDATE PORTAL DATABASE SERVER 110 WITH NEW USER INFORMATION  
450 TRANSMIT NOTIFICATION TO NEW USERS

END

FIG. 5

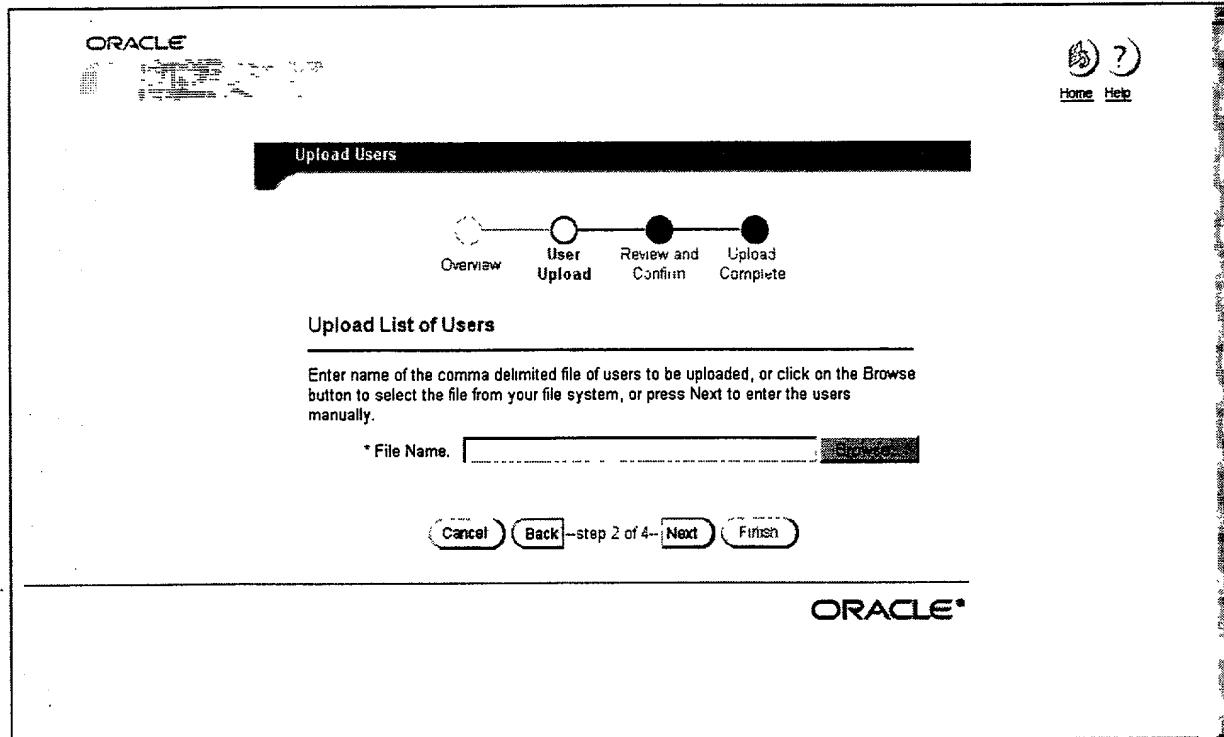


FIG. 6

ORACLE

Upload Users

Home Help

Overview User Upload Review and Confirm Upload Complete

**Review and Confirm**

Check the list of Users and make any additions, deletions or corrections you need, then press the Next button to create the users. Press the + icon to add a user. Press the \* icon to delete a row. Type a Y in the Def column if you want the Group to be the Default Group for the user. Press the Cancel button to exit without creating the users.

~ 610

| UserID or Email * | Password   | Email *            | Group      | DefError                                     |
|-------------------|------------|--------------------|------------|----------------------------------------------|
| *FIRSTUSER        | FIRSTUSER  | FIRSTUSER@US.ORAC  | TEST_GROUP | Y                                            |
| *TESTUSER         | TESTUSER   | TESTUSER@US.ORAC   | BAD_GROUP  | Y User already exists! Group does not exist! |
| *SECONDUSER       | SECONDUSER | SECONDUSER@US.ORAC | TEST_GROUP | Y                                            |
| *THIRDUSER        | THIRDUSER  | THIRDUSER@US.ORAC  | TEST_GROUP | N                                            |

Cancel Back -step 3 of 4- Next Finish

FIG. 7

ORACLE

Upload Users

Home Help

Overview User Upload Review and Confirm Upload Complete

Upload Results

Upload completed. Please review the results. Press the Finish button to exit

| UserID or Email | Password   | Email                    | Group        | Def Status                                                        |
|-----------------|------------|--------------------------|--------------|-------------------------------------------------------------------|
| FIRSTUSER       | FIRSTUSER  | FIRSTUSER@US.ORACLE.COM  | TEST_GROUP Y | User created Folder already exists!                               |
| TESTUSER        | TESTUSER   | TESTUSER@US.ORACLE.COM   | BAD_GROUP Y  | User already exists! Group does not exist! Folder already exists! |
| SECONDUSER      | SECONDUSER | SECONDUSER@US.ORACLE.COM | TEST_GROUP Y | User created Folder already exists!                               |
| THIRDUSER       | THIRDUSER  | THIRDUSER@US.ORACLE.COM  | TEST_GROUP N | User created Folder already exists!                               |

Cancel Back - step 4 of 4 - Next Finish

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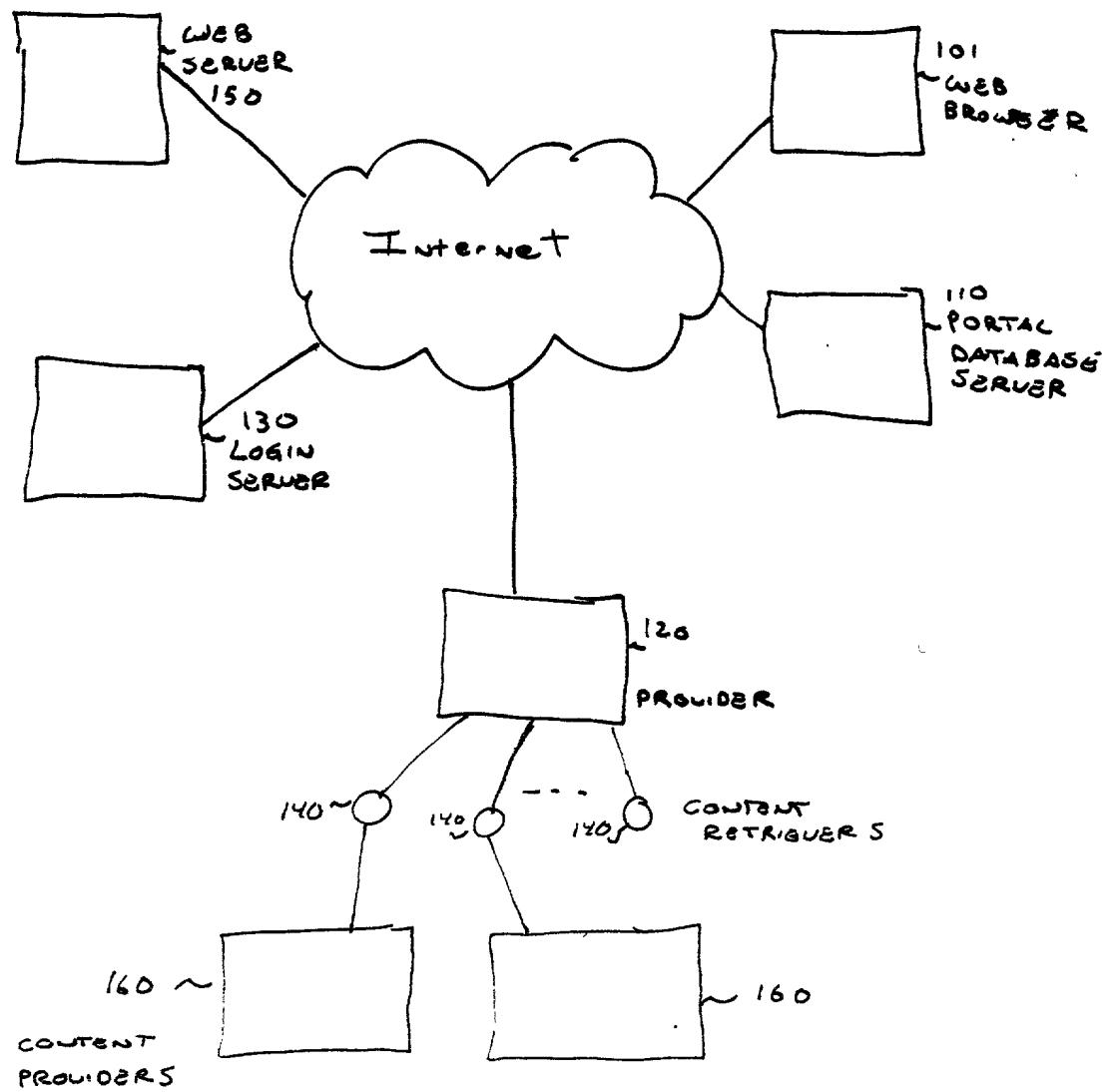


Fig. 8

**Fig. 9**

- START
- 910 IDENTIFY A NEW CONTENT PROVIDER 150 TO ADD OR UPDATE  
↓
- 920 WEB PROVIDER 120 RETRIEVES A CONTENT SPECIFICATION FILE FROM  
CONTENT PROVIDER 150  
↓
- 930 WEB PROVIDER 120 GENERATES CONTENT RETRIEVERS 140 BASED UPON  
CONTENT SPECIFICATION FILE  
↓
- 940 WEB PROVIDER 120 TRANSMITS NOTIFICATION TO PORTAL WEB SERVER  
1110 THAT IT SUPPORTS NEW OR UPDATED CONTENT.

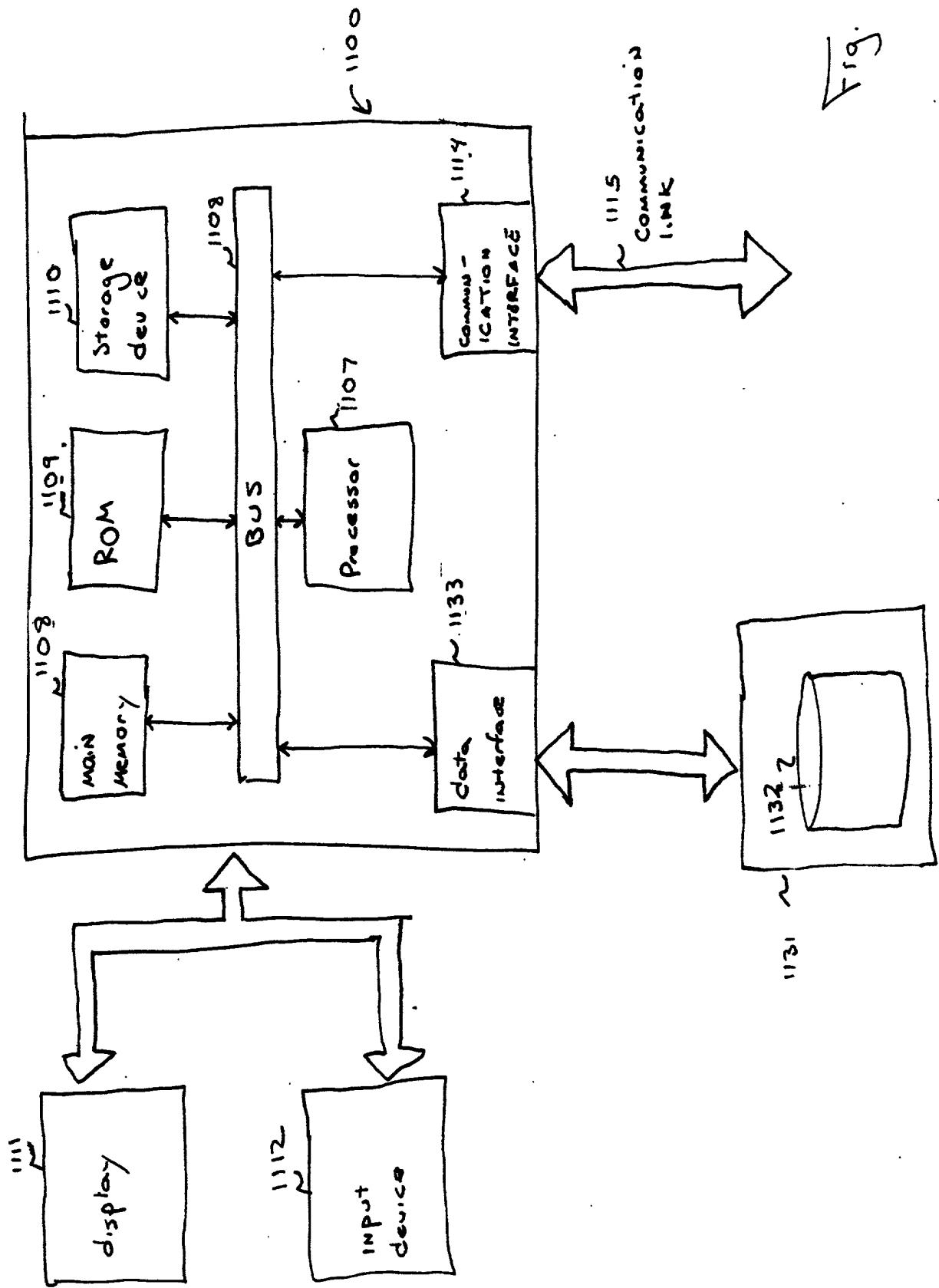
END

**Fig. 10**

- START
- 1010 USER MAKES A REQUEST FOR CONTENT FROM A WEB BROWSER 101  
↓
- 1020 USER REQUEST RECEIVED BY PORTAL WEB SERVER 110  
↓
- 1030 PORTAL WEB SERVER 110 IDENTIFIES ANY WEB PROVIDERS 120 THAT  
PROVIDE CONTENT REQUESTED BY THE USER  
↓
- 1040 PORTAL WEB SERVER 110 TRANSMITS A REQUEST FOR DATA TO ANY WEB  
PROVIDER 120 RESPONSIBLE FOR CONTENT PRESENT IN THE USER  
REQUEST  
↓
- 1050 WEB PROVIDER 120 TRANSMITS REQUEST FOR DATA TO ANY CONTENT  
RETRIEVERS 140 REQUIRED IN SATISFYING THE REQUEST FOR DATA  
↓
- 1060 CONTENT RETRIEVERS RETRIEVE DATA FROM CONTENT PROVIDERS 150  
↓
- 1070 DATA IS RETURNED TO THE PORTAL WEB SERVER 110 FOR ASSEMBLY AND  
DELIVERY TO THE USER

END

Fig. 11



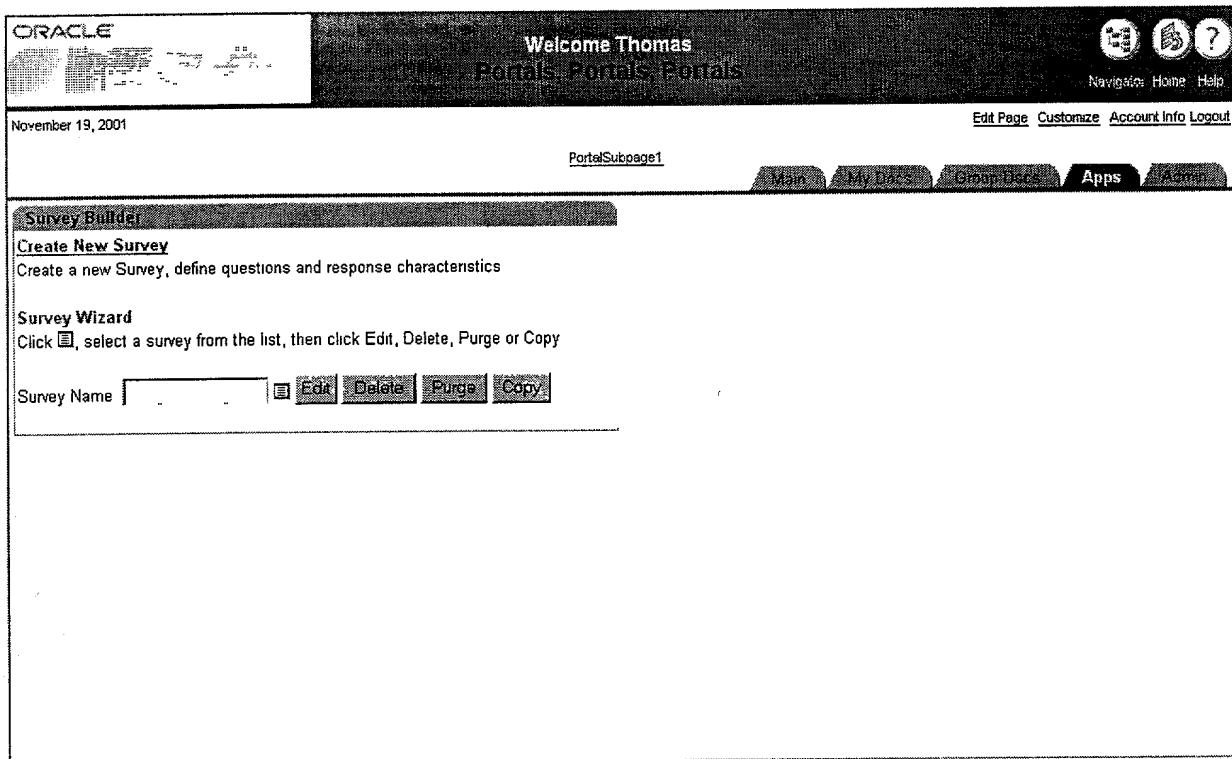


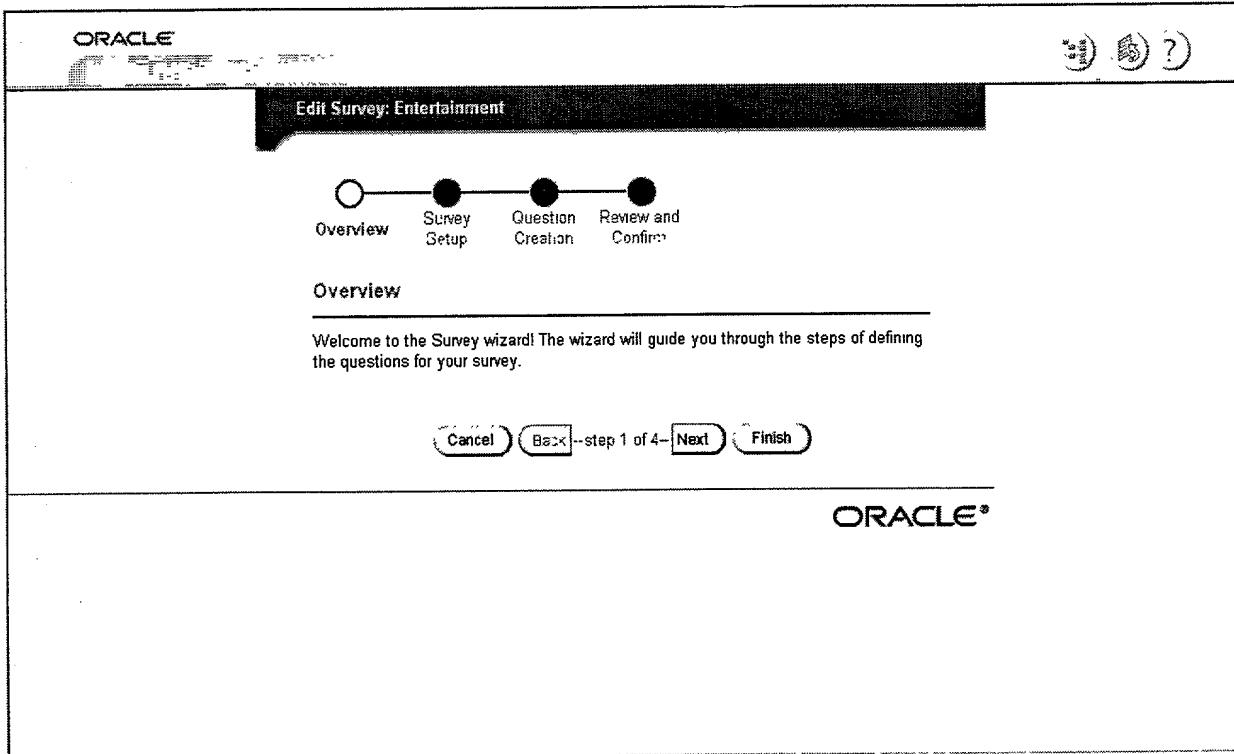
Fig. 12

**FIG. 13**

START  
1310 DISPLAY INTRODUCTORY SCREEN TO USER  
1320 CONFIGURE SURVEY SETUP INFORMATION  
1330 CREATE EACH QUESTION IN THE SURVEY  
1340 REVIEW AND CONFIRM THE CREATED SURVEY  
END

**FIG. 20**

START  
2010 INITIATE THE CREATION OF A NEW FAQ  
2020 CONFIGURE FAQ SETUP INFORMATION  
2030 CREATE EACH QUESTION IN THE FAQ  
2040 REVIEW AND CONFIRM THE RECORDED FAQ DATA  
END



1400

Fig. 14

ORACLE

Edit Survey: Entertainment ?

Overview Survey Setup Question Creator Review and Confirm

**Survey Setup**

Enter a title and select a content area

- Survey Name Entertainment
- Content Area Content

**Recipient Information**

How do you want to identify the survey recipients? (Default is anonymous)

- Login ID
- Name
- E-mail
- Employee Number
- Company Name

**Allow Multiple Replies**

Would you like to allow participants to reply to the survey multiple times?

- Multiple Replies

**Place Portlet on Main Page**

Check the following box and select the page to put the Survey Form portlet on

- Place Portlet

Portlet Page

**End of Survey Options**

The following buttons allow selection of the way the survey behaves after the respondent finishes answering all the questions. Please select one of the following

- Show Chart of Responses
- Show Report of Responses
- Allow Editing of Responses
- Show Nothing

**Messages to Recipients**

Welcome message   
Enter a welcome message to your survey recipients. This text will precede the first question and could be used for instructions or disclaimers

- Show only the Welcome message on the first page of the Survey.

Closing comments   
Enter closing comments for your survey. This text will go after the last question and could be used to thank recipients or let them know when results will be published

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Fig. 15

1600

**Question List**

The following are the questions you have entered. Use the controls on the left to edit, delete or reorder questions.

**16:5**

- Main**
- 1) Do you have any hobbies? **16:50**
- Yes  No
- 2) Do you like sports? **16:50**
- 3) Do you like cars? **16:50**

**Hobbies**

- 1) Do you play chess? **16:50**
- 2) Do you like to dance? **16:50**
- 3) Do you collect stamps? **16:50**

**Sports**

- 1) Which football team do you like? **16:50**
- 2) Which basketball team do you like? **16:50**
- 3) Which baseball team do you like? **16:50**

**16:50**

**16:50**

**Edit Survey: Entertainment**

Overview      Survey Setup      Question Creation      Review and Confirm

**Question Creation**

You can create as many questions as you wish. For each question specify the question text, style and answer choices in the boxes provided. Use the question list on the left to edit and reorder questions. When you have finished entering a question click "Add another" to begin a new question. Click "Next" when you have entered the last question.

Section:  Main

Question:

Display Style:  Check Box

Allow Multiple Responses.

Include "Other" choice and "Please Explain" field.

Optional

Answer choices:

|                              |
|------------------------------|
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No  |

Type your answer choices above, one choice per line. Press "Enter" after every answer choice you type in.

This answer:  Yes

Triggers section:  Hobbies

--step 3 of 4--

1650

1610 Fig. 16

ORACLE

Edit Survey: Entertainment

Overview      Survey Setup      Question Creation      Review and Confirm

**Review and Confirm**

You have completed the definition of your survey. Press the "Back" button to check and correct your work. Press the "Finish" button when you are satisfied with your entries. Press the "Cancel" button to end the process without saving your work.

(Cancel) (Back) --step 4 of 4-- (Next) (Finish)

Welcome to the Entertainment Survey.

Last Name: Johnson  
 First Name: Thomas  
 Middle Name: H  
 E-mail: Thomas.Johnson@oracle.com

1) Do you have any hobbies?  
 (Choose one answer) (Optional)  
 1) Yes  
 2) No

2) Do you like sports?  
 (Choose one or more answers)  
 1) Yes  
 2) No

3) Do you like cars?  
 (Choose one answer)  
 1) Yes  
 2) No

Thanks for taking the Entertainment Survey.

1700

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Fig. 17

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[Home](#)

**Edit Survey Answer Form Portlet Settings**

**Survey Answer Form Portlet Settings**

Customize the settings for the Survey Answer Form

|                    |                                    |                                    |
|--------------------|------------------------------------|------------------------------------|
| Survey Name.       | Entertainment                      | <input type="button" value="..."/> |
| Start Date.        | 11/19/2001 (MM/DD/YYYY)            |                                    |
| End Date:          | ..... (MM/DD/YYYY)                 |                                    |
| Questions per page | All (0 or "All" - max 99 per page) |                                    |

| Item                  | Font Face       | Color                               | Size | A                        | A                        | A                        |
|-----------------------|-----------------|-------------------------------------|------|--------------------------|--------------------------|--------------------------|
| Portlet Background    | Browser Default | <input checked="" type="checkbox"/> | +0   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Welcome Message       | Browser Default | <input checked="" type="checkbox"/> | +0   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Closing Comments      | Browser Default | <input checked="" type="checkbox"/> | +0   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Questions             | Browser Default | <input checked="" type="checkbox"/> | +0   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Question Instructions | Browser Default | <input checked="" type="checkbox"/> | +0   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Answers               | Browser Default | <input checked="" type="checkbox"/> | +0   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identification Info   | Browser Default | <input checked="" type="checkbox"/> | +0   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1800

Fig. 18A

**FIG 18B**

The screenshot shows a web-based application titled "Welcome Thomas" from "Portals, Portals, Portals". The top navigation bar includes links for "Edit Page", "Customize", "Account Info", and "Logout". Below the header, the date "November 19, 2001" is displayed. A menu bar at the top has items like "Portals", "Subpage1", "Help", "Logout", "Customize", "Account Info", and "Edit Page". A toolbar below the menu includes icons for "New", "Edit", "Find", "Print", "Group By", and "Apps".

**Entertainment**

1) Do you have any hobbies?  
(Choose one answer) (Optional)

1) Yes  
 2) No

2) Do you like sports?  
(Choose one or more answers)

1) Yes  
 2) No

3) Do you like cars?  
(Choose one answer)

1) Yes  
 2) No

[Back](#) [Next](#)

1850

Fig. 18B

**FIG 19A**

ORACLE  
Survey Response Report

Edit Survey Response Report Portlet Settings

Survey Response Report Portlet Settings

Customize the settings for the Survey Response Report.

|                    |                                  |
|--------------------|----------------------------------|
| Survey Name:       | Entertainment                    |
| Start-End Date     | 10/03/2001 - no end date         |
| Questions per page | All (or "All" - max 99 per page) |
| Order by           | Count Descending                 |

| Item               | Font Face       | Color | Size | A                                   | A                        | A                        |
|--------------------|-----------------|-------|------|-------------------------------------|--------------------------|--------------------------|
| Portlet Background | Browser Default |       | +0   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Sub-heading        | Browser Default |       | +0   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Totals             | Browser Default |       | +0   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Questions          | Browser Default |       | +0   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Answers            | Browser Default |       | +0   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Apply OK Cancel

1900

Fig. 19A

ORACLE

Welcome Thomas

November 18, 2001

Portals Home Help

Edit Page Customize Account Info Logos

Portals Home Help

Edit Page Customize Account Info Logos

**General Information**

(03 October 2001 - no ending date)  
Total respondents: 1

| Do you have any hobbies? |                     |            |
|--------------------------|---------------------|------------|
|                          | Number of Responses | Percentage |
| Yes                      | 1                   | 100 %      |
| No                       | 0                   | 0 %        |
| Total                    | 1                   |            |

| Do you like sports? |                     |            |
|---------------------|---------------------|------------|
|                     | Number of Responses | Percentage |
| Yes                 | 1                   | 100 %      |
| No                  | 0                   | 0 %        |
| Total               | 1                   |            |

| Do you like cars? |                     |            |
|-------------------|---------------------|------------|
|                   | Number of Responses | Percentage |
| Yes               | 1                   | 100 %      |
| No                | 0                   | 0 %        |
| Total             | 1                   |            |

**Hobbies**

| Do you play chess? |                     |            |
|--------------------|---------------------|------------|
|                    | Number of Responses | Percentage |
| Yes                | 1                   | 100 %      |
| No                 | 0                   | 0 %        |
| Total              | 1                   |            |

| Do you like to dance? |                     |            |
|-----------------------|---------------------|------------|
|                       | Number of Responses | Percentage |
| Yes                   | 1                   | 100 %      |
| No                    | 0                   | 0 %        |
| Total                 | 1                   |            |

| Do you collect stamps? |                     |            |
|------------------------|---------------------|------------|
|                        | Number of Responses | Percentage |
| Yes                    | 1                   | 100 %      |
| No                     | 0                   | 0 %        |
| Total                  | 1                   |            |

**Sports**

| Which football team do you like? |                     |            |
|----------------------------------|---------------------|------------|
|                                  | Number of Responses | Percentage |
| 49ers                            | 1                   | 100 %      |
| Chiefs                           | 0                   | 0 %        |
| Cowboys                          | 0                   | 0 %        |
| Raiders                          | 0                   | 0 %        |
| Total                            | 1                   |            |

| Which basketball team do you like? |                     |            |
|------------------------------------|---------------------|------------|
|                                    | Number of Responses | Percentage |
| Bulls                              | 1                   | 100 %      |
| Lakers                             | 0                   | 0 %        |
| Total                              | 1                   |            |

| Which baseball team do you like? |                     |            |
|----------------------------------|---------------------|------------|
|                                  | Number of Responses | Percentage |
| Giants                           | 1                   | 100 %      |
| As                               | 0                   | 0 %        |
| Mets                             | 0                   | 0 %        |
| Yankees                          | 0                   | 0 %        |
| Total                            | 1                   |            |

**Cars**

| Which sports car is best? |                     |            |
|---------------------------|---------------------|------------|
|                           | Number of Responses | Percentage |
| Porsche                   | 1                   | 100 %      |
| BMW                       | 0                   | 0 %        |
| Ferrari                   | 0                   | 0 %        |
| Lotus                     | 0                   | 0 %        |
| Maserati                  | 0                   | 0 %        |
| Total                     | 1                   |            |

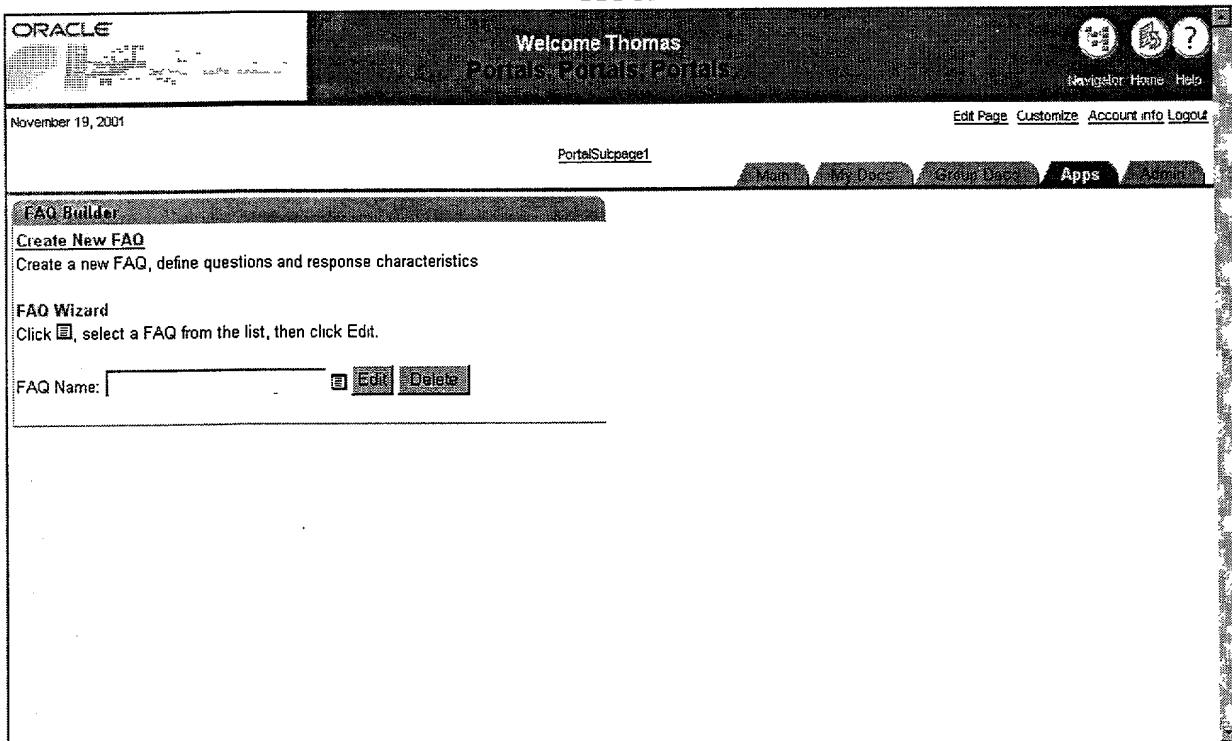
| Which SUV is best? |                     |            |
|--------------------|---------------------|------------|
|                    | Number of Responses | Percentage |
| Toyota             | 1                   | 100 %      |
| Chevrolet          | 0                   | 0 %        |
| Ford               | 0                   | 0 %        |
| Land Rover         | 0                   | 0 %        |
| Total              | 1                   |            |

| Which minivan is best? |                     |            |
|------------------------|---------------------|------------|
|                        | Number of Responses | Percentage |
| Mazda                  | 1                   | 100 %      |
| Dodge                  | 0                   | 0 %        |
| Nissan                 | 0                   | 0 %        |
| Toyota                 | 0                   | 0 %        |
| Total                  | 1                   |            |

1950

Fig. 19B

**FIG 21**



2100

Fig. 21

FIG. 22

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Edit FAQ: How-to tips

FAQ Setup

Overview      FAQ Setup      Question Creation      Review and Confirm

Enter a title and select a content area

\* FAQ Name: How-to tips

\* Content Area: Content

\* Default Category: General

Messages to Recipients

Welcome message: Welcome to the How-to tips FAQ. These articles will show you how to maintain your car.

Enter a welcome message to your FAQ recipients  
This text will precede the first question and could be used for instructions or disclaimers

Closing comments: Thanks for using the How-to tips FAQ.

Enter closing comments for your FAQ. This text will go after the last question and could be used to thank recipients or to provide general system status messages.

Cancel    Back - step 2 of 4 - Next    Finish

ORACLE®

2200

Fig. 22

**ORACLE**

Question List.

The following are the questions you have entered. Use the controls on the left to edit, delete or reorder questions.

**General**

|                          |                                           |
|--------------------------|-------------------------------------------|
| <input type="checkbox"/> | 1) How do I change a flat tire on my car? |
| <input type="checkbox"/> | 2) How do I change the spark plugs?       |
| <input type="checkbox"/> | 3) What is the best car?                  |
| <input type="checkbox"/> | 4) Which sports car is best?              |

2310

**Edit FAQ: How-to tips**

Overview FAQ Setup Question Creation Review and Confirm

### Question Creation

You can create as many questions as you wish. For each question specify the question text in the "Question" box provided, then enter the text of the answer in the "Answer" box. Use the question list on the left to edit and reorder questions. When you have finished entering a question click "Add another" to begin a new question. Click "Next" when you have entered the last question.

Question:

Answer:

```

1. Jack up the car.
2. Remove the lug-nuts from the tire.
3. Remove the flat tire.
4. Put the spare tire on the hub.
5. Tighten the lug nuts.
  
```

Type your answer above.

\* Category:

Add another question...

**ORACLE®**

2350

2360

2300

Fig. 23A

**ORACLE**

FAQ Setup

Question List

The following are the questions you have entered. Use the controls on the left to edit, delete or reorder questions.

Maintenance

1) How do I change a flat tire on my car?  
2) How do I change the spark plugs?

Picking a Car

1) What is the best car?  
2) Which sports car is best?

11  
2310

**Edit FAQ: How-to tips**

Overview FAQ Setup Question Creation Review and Confirm

**Question Creation**

You can create as many questions as you wish. For each question specify the question text in the "Question" box provided, then enter the text of the answer in the "Answer" box. Use the question list on the left to edit and reorder questions. When you have finished entering a question click "Add another" to begin a new question. Click "Next" when you have entered the last question

Question:

Answer

Type your answer above.

\* Category:

Add another question...

step 3 of 4

**ORACLE®**

2360

2350

2300

Fig. 23B

ORACLE

Edit FAQ: How-to tips

FAQ Question Review and Confirm

Overview Setup Creation Review and Confirm

Review and Confirm

You have completed the definition of your FAQ. Press the "Back" button to check and correct your work. Press the "Finish" button when you are satisfied with your entries. Press the "Cancel" button to end the process without saving your work.

Cancel Back - step 4 of 4 - Next Finish

Welcome to the How-to tips FAQ. These articles will show you how to maintain your car.

Maintenance

How do I change the spark plugs?

1. Open the hood of your car.
2. Remove the spark plug wires.
3. Use a spark plug wrench to remove the old spark plugs.
4. Install the new spark plugs.
5. Close the hood.

How do I change a flat tire on my car?

1. Jack up the car.
2. Remove the lug-nuts from the tire.
3. Remove the flat tire.
4. Put the spare tire on the hub.
5. Tighten the lug nuts.

Picking a Car

What is the best car?

- Toyota
- Honda
- Nissan

Which sports car is best?

- Ferrari
- Porsche
- Jaguar
- Maserati

Thanks for using the How-to tips FAQ.

ORACLE®

2460

Fig. 24

ORACLE



**Edit FAQ Report Portlet Settings**

FAQ Report Portlet Settings  
Customize the settings for the FAQ Report.

|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| FAQ Name:               | <input type="text" value="How-to tips"/>                        |
| Questions per page:     | <input type="text" value="All"/> (N or "All" - max 99 per page) |
| Hyper-Links to Answers? | <input checked="" type="checkbox"/> N (Y or N)                  |
| Count hits?             | <input checked="" type="checkbox"/> N (Y or N)                  |

Select Categories.

General   
 Maintenance   
 Picking a Car

| Item               | Font Face                                    | Color                                        | Size                            | A                        | A                        | A                        |
|--------------------|----------------------------------------------|----------------------------------------------|---------------------------------|--------------------------|--------------------------|--------------------------|
| Portlet Background | <input type="text" value="Browser Default"/> | <input type="text" value="Browser Default"/> | <input type="text" value="+0"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Welcome Message    | <input type="text" value="Browser Default"/> | <input type="text" value="Browser Default"/> | <input type="text" value="+0"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Closing Comments   | <input type="text" value="Browser Default"/> | <input type="text" value="Browser Default"/> | <input type="text" value="+0"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Questions          | <input type="text" value="Browser Default"/> | <input type="text" value="Browser Default"/> | <input type="text" value="+0"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Answers            | <input type="text" value="Browser Default"/> | <input type="text" value="Browser Default"/> | <input type="text" value="+0"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hit Counter        | <input type="text" value="Browser Default"/> | <input type="text" value="Browser Default"/> | <input type="text" value="+0"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2500

Fig. 25A

**FIG 25B**

The screenshot shows a web interface for an Oracle Portal. At the top, it says "Welcome Thomas" and "Portals, Portals, Portals". The header includes links for "Edit Page", "Customize", "Account Info", and "Logout". Below the header, the date "December 19, 2001" is displayed. A navigation bar at the bottom has tabs for "Main", "Portals", "Group", "Data", and "Apps".

**How-to-tips**

Welcome to the How-to-tips FAQ. These articles will show you how to maintain your car.

**Maintenance**

How do I change the spark plugs?

1. Open the hood of your car
2. Remove the spark plug wires
3. Use a spark plug wrench to remove the old spark plugs
4. Install the new spark plugs
5. Close the hood

How do I change a flat tire on my car?

1. Jack up the car
2. Remove the lug-nuts from the tire
3. Remove the flat tire
4. Put the spare tire on the hub
5. Tighten the lug nuts

**Picking a Car**

What is the best car?

Toyota  
Honda  
Nissan

Which sports car is best?

Ferrari  
Porche  
Jaguar  
Maserati

Thanks for using the How-to tips FAQ.

2550

Fig. 25B